

**COTS Organizational Workgroup
Meeting Minutes
November 10, 1999**

Members Present: Mike Thomas, DIT; Jerry Simonoff, DTP; Dan Ziomek, DTP; Gerry Pacyna, SCC; Andy Poarch, DIT; Bernie Hill, DOC; Ulysses Brown, DHR; Bryan Drake, DIT.

Members Absent: Mike O'Neil, DSS; Murali Rao, DOT; Ray Davis, DGIF.

Guests: Ray Lindquist, Parikh Advanced Systems (for Murali Rao, DOT); Glenn Grossman, Management Resources of Virginia, Inc.; Wellington Pak, MAXIMUS; Brandon Weidner, Debbie Goodman, and Bob Caravella, Computer Associates.

Agenda:

1:00 to 1:05 Opening remarks -- Jerry Simonoff

1:05 to 1:40 Update on the Commonwealth Enterprise Architecture (EA) Initiative -- Dan Ziomek & Bryan Drake:

- EA Web site
- Glossary
- Domains revisited
- Report on the Government Enterprise Architecture Conference
- Cold Fusion
- Report on the META Group Immersion Workshop
- Consulting services access
- Business drivers

1:40 to 2:10 Introduction and discussion of "Federated Architectures"

2:10 to 2:40 Introduction and discussion of "Common Requirements Vision"

2:40 to 3:00 Presentation of plan for preliminary "as is" survey

3:00 to 3:20 Presentation of a proposed EA Review Board organization

Discussion:

As at the October meeting, general discussion again focussed on the subject of enterprise architecture.

Dan Ziomek and Bryan Drake presented an update on recent EA activities. The Commonwealth of Virginia EA Web site has been updated to include: a new "About Site" page with a subscription service; an expanded view of the EA Model; an EA glossary; a proposed outline for an EA Common Requirements Vision; and, a revised view of proposed EA Domains. Coordination to date and discussion among Workgroup members indicates that there is general agreement on the proposed Infrastructure Domains; however, the concept and utility of Application Integration Domains will require further research and discussion.

Following the update on recent EA activities, the Workgroup conducted a detailed discussion of the META Group concept of a "Federated Architecture" and the first major EA process deliverable -- a Commonwealth Common Requirements Vision. The consensus of Workgroup members is that the concept of a Federated Architecture would add an unnecessary level of complexity to the Commonwealth EA initiative with little practical benefit. Agreement was reached not to pursue a Federated Architecture. Dan Ziomek presented a proposed outline for a Commonwealth Common Requirements Vision (CRV). This is the first major deliverable in the META Group EA process model. The CRV establishes the priority business strategies and information requirements that will drive future EA work in the Commonwealth. Because of the significance of the CRV, META Group recommends that it be developed at the highest levels of the enterprise. The Workgroup agreed that COTS should be the organization to complete the CRV. A proposed COTS CRV Workshop will be presented for approval at the COTS meeting scheduled for November 17, 1999.

The final two topics on the agenda included presentation of a plan for a preliminary "as is" survey and proposed EA Review Board organization. The preliminary survey, of selected state organizations, will be used to evaluate the potential utility of available Y2K inventories to support establishment of the current or "as is" Enterprise Wide Technical Architecture (EWTA). Workgroup members approved going forward with the survey. Results of the survey will be presented at a future meeting. Workgroup members were also asked to evaluate a proposed EA Review Board organization that will be discussed in detail at the December meeting.

The next meeting date for the COTS Organizational Workgroup was set for December 14, 1999. The meeting will be conducted in the DIT Telecommunications conference room (back) starting at 1 PM.